



Welcome to Norfolk's Vendor Self Service System

Click here for step-by-step instructions on

- . Create A New Account [Download PDF](#)
- . Activate Your Existing Account [Download PDF](#)
- . Update Your Existing Account [Download PDF](#)

Registered Users

- . Account Maintenance

User Name :

Password :

Login

[Forgot Your Password? Click Here](#)

New Users

Register

- . Add my company
- . Add my location to existing account
- . Create User ID for existing account

Enter your user name and password and click "Login"

Logout successful

If you need assistance, the Customer Resource Center can be reached by email at FBS-AccountsPayable@norfolk.gov or by phone at 757-664-4787. The center is open Monday through Friday from 8:30am to 5:00pm.

AMS ADVANTAGE

Welcome to the AMS ADVANTAGE Vendor Self Service System

This site is divided into the following areas:

- **Business Opportunities** - Allows you to search the current opportunities available to **sell** your goods or services to our organization or to **buy** our surplus items.
- **My Bids** - You may view, edit, or check the status of bids you have submitted.
- **Account Maintenance** - Gives you the opportunity to maintain your account information.
- **Forms and Additional Information** - Provides Department Listings, Bulletin Board View, and Forms that are available for view and download online.
- **Catalog Search** - Search available eProcurement Catalogs.

The links at the top will allow you to move between the main areas of our system.

Select "Account Maintenance".

▼ Account Maintenance

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Account Maintenance

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This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

Listed are the various account maintenance functions that can be performed in Vendor Self Service. We will start by showing "Headquarters Information".

This option lets you edit your web address, vendor verification information and your DUNs #.

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Headquarters Information

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This section allows you to view and maintain the information about the Headquarters for your location. Please click Update to modify Headquarters information. Only Headquarters Master Users can make changes to the Headquarters Information.

Update

View Pending Changes

Pending Changes : ☒

Headquarters Legal Name : Norfolk One

Headquarters Account Code : VS0000000071

Web Address :

Catalog DUNS #:

Verification Hint : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number please contact the WebRegistrar for your Headquarter.

Vendor Verification : 904316231

Confirm Verification : 904316231

First select "Update".

Create New Location for This Headquarters

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Update Headquarters Information

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Edit values below and click Save Changes to save your changes. A red star denotes a required field. Prior updates that have not yet been approved are displayed in this view.

Save Changes

Cancel

Headquarters Legal Name : Norfolk One

Headquarters Account Code : VS0000000071

Web Address :

Please include http:// or https://

Catalog DUNS # :

Verification Hint :

Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are

Vendor Verification :

Confirm Verification :

You will be able to modify your web address and DUNS# and Verification Hint information. After making any necessary changes, select "Save Changes".

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Headquarters Information

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This section allows you to view and maintain the information about the Headquarters for your location. Please click Update to modify Headquarters information. Only Headquarters Master Users can make changes to the Headquarters Information.

Update**View Pending Changes**Pending Changes : ☒

Headquarters Legal Name : Norfolk One
Headquarters Account Code : VS0000000071

Web Address :

Catalog DUNS # :

Verification Hint : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number please contact the WebRegistrar for your Headquarter.

Vendor Verification : 904316231

Confirm Verification : 904316231

[Create New Location for This Headquarters](#)

Notice that the Pending Changes Box is now checked. You can view your pending change by selecting "View Pending Changes".

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View Pending Changes

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This view displays all changes that have not yet taken effect for the current record. A status of New Change indicates that the pending change has yet to be submitted for approval. The pending change will be assigned an On Hold status while a prior change is awaiting approval. A Pending Approval status indicates that the pending change has been submitted and is awaiting approval. Click on "help & advice" for more information.

Field Label	Table Name	Last Action Date	Old Value	New Value	Status
✓ Web Address	Headquarters Information	08/08/2007		http://www.norfolkone.com	New Change

First Prev Next Last

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Table Name : Headquarters Information
 Last Action Date : 08/08/2007
 User ID : norfolk1
 Action : Update
 Status : New Change
 Field Label : Web Address
 Old Value :
 New Value : http://www.norfolkone.com
 Old Memo Value :
 New Memo Value :

Your pending changes will be displayed. Note: Your requested changes will have an On hold status until approved by the City.

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Headquarters Information

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This section allows you to view and maintain the information about the Headquarters for your location. Please click Update to modify Headquarters information. Only Headquarters Master Users can make changes to the Headquarters Information.

Update

View Pending Changes

Pending Changes: ☒

Headquarters Legal Name : Norfolk One

Headquarters Account Code : VS0000000071

Web Address :

Catalog DUNS #:

Verification Hint : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number please contact the WebRegistrar for your Headquarter.

Vendor Verification : 904316231

Confirm Verification : 904316231

Create New Location for This Headquarters

You can also create a new location for your headquarters account by selecting "Create New Location for This Headquarters".

- ✓ Step 1: Create Location
- Create Location
- Location Information and Legal Name
- EFT Information
- Email and Organization Information
- Discount Information
- Step 2: W-9 Information
- Step 3: Ordering Address
- Step 4: Payment Address
- Step 5: Billing Address
- Step 6: Business Type
- Step 7: Service Area
- Step 8: Commodity
- Step 9: Submit Registration

help & advice

Create Location

This page allows you to enter general information about your organization. Fields with a red asterisk (*) indicate required fields.

Headquarters Account Legal Name : Norfolk One

Headquarters Account Code : VS0000000074

Web Address http://

Complete steps 1 through 9 for your new location. This process is identical to the new account registration process.

Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer Code : VS0000000074

*Organization Type :

Legal Name :

Alias/DBA :

Location Name :

If your Organization is "Individual" enter your First, Middle, and Last Names below. If your Organization Type is "Company" enter your Company Name below. This information will be used as your Legal Name.

First Name :

Middle Name :

Last Name :

Company Name :

EFT Information

If you would like to use Electronic Funds Transfer (EFT) to receive your payments, please complete the information within this section.

ABA Number :

Find

Account Number :

Bank Name :

Routing ID Number :

Account Type :

Specific account number if account number is a pooled account

EFT Status :

Email and Organization Information

Please complete this additional information that will be used to further define your organization.

*Classification :

Ordering DUNS :

Number of Employees :

9 digits (no dashes)

Annual Income :

Internet Catalog :

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- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

Next we will discuss the “Master Addresses” option. This option will allow you to view and edit street address information. Select the “Master Addresses” option.

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Master Addresses

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The Current list of all the Addresses on file for your Headquarters. Please click Update to modify or delete existing address information. Only Headquarters Master Users can update address information.

Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes		
✓ AR009	13 Ocean Ave	Saint Augustine	FL	32080	<input type="checkbox"/>	Update	View Pending Changes
First	Prev	Next	Last				

Add Items

Pending Additions

Address ID : AR009 Country : USA
 Street 1 : 13 Ocean Ave Phone : 904-315-3383
 Street 2 : Phone Extension :
 City : Saint Augustine
 State/Province : FL
 Zip/Postal Code : 32080

Select "Update".

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Update Master Addresses

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Edit the values below and click Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Address ID field is empty, a new Address ID will be generated and assigned to you. Please keep in mind that all changes made to an existing address will not update all your locations that use this Address ID. Prior updates that have not yet been approved are displayed in this view.

Address ID : AR009

Country :

*Street 1 :

Street 2 :

*City :

*State/Province :

Zip/Postal Code :

Phone :

Phone Extension :

Format XXX-XXX-XXXX

Enter your requested changes and select "Save Changes".

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Master Addresses

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The Current list of all the Addresses on file for your Headquarters. Please click Update to modify or delete existing address information. Only Headquarters Master Users can update address information.

Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes		
✓ AR009	13 Ocean Ave	Saint Augustine	FL	32080	<input checked="" type="checkbox"/>	Update	View Pending Changes
First	Prev	Next	Last				

Add Items

Pending Additions

Address ID : AR009 Country : USA
 Street 1 : 13 Ocean Ave Phone : 904-315-3383
 Street 2 : Phone Extension :
 City : Saint Augustine
 State/Province : FL
 Zip/Postal Code : 32080

Note that the Pending Changes Box is now checked. You can view your pending change by selection View Pending Changes.

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- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

Next we will discuss the “Contacts” option. This option allows you to view and edit your contact information. Select “Contacts”.

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Contacts

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All Contacts on file for your Headquarters. Please click Update to edit or delete existing contact information. Only Headquarters Master Users can update Contact information.

Contact ID	Contact Name	Email	Phone	Pending Changes		
✓ CT009	John Lee	john.lee@cgi.com	904-315-3383	<input type="checkbox"/>	Update	View Pending Changes
CT010	John Lee	john.lee@cgi.com	904-315-3383	<input type="checkbox"/>	Update	View Pending Changes
CT011	John Lee	john.lee@cgi.com	904-315-3383	<input type="checkbox"/>	Update	View Pending Changes
CT012	John Lee	john.lee@cgi.com	904-315-3383	<input type="checkbox"/>	Update	View Pending Changes

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Add Items

Pending Additions

Contact ID : CT009 Phone : 904-315-3383
 Contact Name : John Lee Phone Extension :
 Email : john.lee@cgi.com Alternate Phone :
 Address ID : AR009 Alternate Phone Extension :
 Street 1 : 13 Ocean Ave Fax :
 Street 2 : Alternate Fax :
 City : Saint Augustine
 State/Province : FL
 Zip/Postal Code : 32080
 Country : USA

The Contacts screen will list all contacts for each address you have on file with the City of Norfolk. Changes can be made by selecting "Update". Select Update.

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Update Contacts

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Edit the values below and click on Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Contact ID field is empty, a new Contact ID will be generated and assigned to you. Please keep in mind that all changes made to an existing contact will update all of your addresses that use this Contact ID. Prior updates that have not been approved are displayed in this view.

Save Changes **Cancel** **Delete**

Contact ID : CT012

*Contact Name : John Lee

*Email : john.lee@cgi.com

Address ID : AR009 **Find**

Street 1 : 13 Ocean Ave

Street 2 :

City : Saint Augustine

State/Province : FL

Zip/Postal Code : 32080

Country : USA

*Phone : 904-315-3383
Format XXX-XXX-XXXX

Phone Extension :

Alternate Phone :

Format XXX-XXX-XXXX

Alternate Phone Extension :

Fax :

Format XXX-XXX-XXXX

Alternate Fax :

Format XXX-XXX-XXXX

After making your revisions select "Save Changes". Changes made here will update all addresses where the specific contact ID being modified is used.

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This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the “Location Information” option. This option allows you to view and edit your Legal Name, Organization Type and other detailed information. Select “Location Information”.

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Location Information

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This section allows you to view and maintain information specific to your business location. Please click Update to modify the location information. Only Master Users for this location may make updates to this information.

Update

View Pending Changes

The expand all button is located here.

Pending Changes : 

▶ General Information

Information specific to your location and Headquarters.

▶ Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name.

▶ EFT Information

If you would like to use Electronic Funds Transfer (EFT) to receive your payments, please complete the information within this section.

▶ Email and Organization Information

Please complete this additional information that will be used to further define your organization.

▶ Discount Terms

Specify any discounts that will be applied for prompt payment of invoices. These terms will be the default discount terms used on your Purchase Orders unless otherwise specified.

The Location Information screen has 5 topic areas where you can update information regarding your business. By clicking on the expand all arrow, each topic area will be viewable for editing purposes.

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Location Information

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This section allows you to view and maintain information specific to your business location. Please click Update to modify the location information. Only Master Users for this location may make updates to this information.

Update**View Pending Changes**Pending Changes : ☐**General Information**

Information specific to your location and Headquarters.

Norfolk One

Headquarters Account Code : VS0000000071

Government Entity :

Change Entity

Once you have expanded the screen you can select update to begin making changes to your information.

Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer : VS0000000071 Organization Type : Company

Legal Name : Norfolk One

First Name :

Alias/DBA :

Middle Name :

Location Name :

Last Name :

Company Name : Norfolk One

EFT Information

If you would like to use Electronic Funds Transfer (EFT) to receive your payments, please complete the information within this section.

ABA Number :

Bank Name :

Account Number :

Routing ID Number :

Account Type :

EFT Status :

Prenote Return Reason :

Email and Organization Information

Please complete this additional information that will be used to further define your organization.

Classification : Corporation

Ordering DUNS :

Number of Employees :

Internet Catalog :

Annual Income :

Preferred Ordering Method :

Web Address :

Pcard Acceptance Level :

Discount Terms

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Update Location Information

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Edit values below and click Save Changes to save your changes. A red star denotes a required field. The most updated version of the record is displayed in this view.

Save Changes**Cancel****▼General Information**

Information specific to your location and Headquarters.

Norfolk One

Headquarters Account Code : VS0000000071

Government Entity :

▼Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer : VS0000000071

Organization Type : Company

Legal Name : Norfolk One

First Name :

Alias/DBA :

Middle Name :

*Location Name :

Last Name :

Company Name : Norfolk One

**After making your
necessary changes
select "Save Changes".**

▼EFT Information

If you would like to use Electronic Funds Transfer(EFT) to receive your payments, please complete the information within this section.

ABA Number :

Find

Bank Name :

Account Number :

Routing ID Number :

Account Type :

EFT Status :

Prenote Return Reason Explanation :

▼Email and Organization Information

Please complete this additional information that will be used to further define your organization.

Classification : Corporation

Ordering DUNS :

Number of Employees :

9 digits(no dashes)

Annual Income :

Internet Catalog :

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Location Information

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Update

View Pending Changes

Pending Changes : ☒

General Information

Information specific to your location and Headquarters.

Norfolk One

Headquarters Account Code : VS0000000071

Government Entity :

Change Entity

Location Information and Legal Name

Please complete this information that will be used to define your organization and create your legal name.

Vendor/Customer : VS0000000071 Organization Type : Company

Legal Name : Norfolk One

First Name :

Alias/DBA :

Middle Name :

Location Name :

Last Name :

Company Name : Norfolk One

EFT Information

If you would like to use Electronic Funds Transfer (EFT) to receive your payments, please complete the information within this section.

ABA Number :

Bank Name :

Account Number :

Routing ID Number :

Account Type :

EFT Status :

Prenote Return Reason :

Email and Organization Information

Please complete this additional information that will be used to further define your organization.

Classification : Corporation

Ordering DUNS :

Number of Employees :

Internet Catalog :

Annual Income :

Preferred Ordering Method :

Web Address :

Pcard Acceptance Level :

After saving your changes the pending changes box will be checked. Remember all changes submitted must be approved by the City. You will be notified via email or letter regarding the status of your change requests.

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- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

Next we will discuss the “Address Information” option. This option will allow you to view and edit addresses to receive orders, payments or bills. It is important to remember that actual addresses can only be changed in the Master Addresses option. Select “Address Information”.

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Address Information

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The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.

Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
✓ Billing	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes
Payment	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes
Procurement	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes
Web Registrar	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes

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[Add Items](#)

[Pending Additions](#)

General Information

Address Type : Billing Default Record : ☒
 Active From : 08/14/2007
 Active To :

Address

Address ID : AR009 Phone : 904-315-3383
 Street 1 : One Ocean City Phone Extension :
 Street 2 : Country : USA
 City : Virginia Beach Additional Address Info :
 State/Province : VA
 Zip/Postal Code : 23461

Principal Contact

Principal Contact ID : CT012 Phone : 904-315-3383
 Principal Contact : Norfolk city Phone Extension :
 English Spoken : ☒ Alternate Phone :

Notice that the Address Information page will list your Billing, Payment, Procurement and Web Registrar address information. You can edit the Active From and Active To dates for each address by selecting the update link next to the corresponding address. Select "Update" for any of the addresses listed.

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Update Address Information

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Edit your values below and click Save Changes to save your changes. A red star denotes a required field. To change address information, please navigate to the Master Address page. To change contact information, please navigate to the Contacts page. Prior updates that have not yet been approved are displayed in this view.

▼General Information

Address Type : Web Registrar

Default Record : ☒

Active From : 08/14/2007 

Active To : 

After editing the Active From and Active To dates select "Save Changes". Remember all changes will be in a pending status until approved by the City of Norfolk.

▼Address

Address ID : AR009

Phone : 904-315-3383

Street 1 : One Ocean City

Phone Extension :

Street 2 :

Country : USA

City : Virginia Beach

State/Province : VA

Zip/Postal Code : 23461

Additional Address Info :

▼Principal Contact

Principal Contact ID : CT009

Phone : 904-315-3383

Principal Contact : Norfolk city

Phone Extension :

English Spoken : ☒

Alternate Phone :

Correspondence Type : Email

Alternate Phone Extension :

Fax :

Email : norfolk@city.gov

Alternate Fax :

▼Contact Address

Street 1 : One Ocean City

Street 2 :

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Address Information

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The Current list of Addresses on file for your location. Please click Update to modify or delete existing address information. Only Master Users can update address information.

Address Type	Address ID	Street 1	Principal Contact	Pending Changes		
Billing	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes
Payment	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes
Procurement	AR009	One Ocean City	Norfolk city	<input type="checkbox"/>	Update	View Pending Changes
✓ Web Registrar	AR009	One Ocean City	Norfolk city	<input checked="" type="checkbox"/>	Update	View Pending Changes

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Add Items

Pending Additions



▼General Information

Address Type : Web Registrar Default Record : ☒

Active From : 08/14/2007

Active To :

▼Address

Address ID : AR009 Phone : 904-315-3383

Street 1 : One Ocean City Phone Extension :

Street 2 : Country : USA

City : Virginia Beach Additional Address Info :

State/Province : VA

Zip/Postal Code : 23461

Notice that the Pending Changes box will now be checked for the address that you modified.

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This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
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- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

Next we will discuss the “W-9 Information” option. This option will allow you to edit your TIN, TIN Type, Name as well as the TIN Address. Select “W-9 Information”.

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W-9 Information

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This section allows you to view and maintain 1099 Reporting Information for a Vendor. Please note that because of special processing unique to Taxpayer ID Numbers you must use the Change TIN to make changes to your Taxpayer ID Number. Click Pending Additions to view changes to Taxpayer ID Number. All other updates may be made with the Update button. Only Master Users may make changes to this section.

Update

View Pending Changes

Pending Additions

Pending Changes: ☐

Taxpayer ID Number: 757664436

Change TIN

TIN Type: EIN

▼ Taxpayer Information

Name : Norfolk 3

Business Name :

Address : One Ocean City

City : Virginia Beach

State : VA

ZIP Code : 23464

You can edit all relative TIN information by selecting "Change TIN". Note: If you only need to update the TIN Name and Address you can use the "Update" option.

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- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
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- **Commodities** This section allows you to view and edit the commodities that your company offers
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the “Business Types” option. This option will allow you to edit the business types that describe your organization. Select “Business Types”.

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Business Types

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The current list of Business Types on file for your location. Please click Update to modify or delete existing business type information. Only Master Users can update business type information.

Business Type ID	Certification No	Certification Start Date	Certification End Date	Pending Changes		
First	Prev	Next	Last			
Add Items		Pending Additions				



Next select "Add Items".

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Choose

Select one or more Business Types to associate to your company. To search for your Business Type, enter a valid business type and click Search.
Please click OK to save your changes.

[Clear](#)

Business Type :

 Business Type☐ African American female☐ African American Male☐ Aleut Female☐ American Indian Female☐ American Indian male☐ Aleut Male☒ Asian American female☐ Asian American Male☐ Caucasian Female☐ Caucasian Male[First](#) [Prev](#) [Next](#) [Last](#)

A complete list of Business Types as defined by the City will be displayed. You can select multiple business types from the list. After selecting your business types select "OK".

Note: The "Next" link will allow you to scroll through the complete list of business types.

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This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

Next we will discuss the “Commodities” option. This option will allow you to view and edit the commodities that your organization offers. Select “Commodities”.

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Commodities

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Current list of Commodities that your location is currently registered for. Please update (add, change, delete) commodity information as needed. Remember only 'Master Users' can update Commodity information.

Commodity/Service Code		Commodity Description	
First	Prev	Next	Last
Save Changes		Cancel	Delete
Add Items			



Select "Add Items".

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Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. Please click OK to save your changes.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using '*computer*' would find all commodities with the word 'computer' anywhere in the description.

[Clear](#)

Commodity/Service Code : 00514*

Search

Commodity Description : ABRASIVES*

Search

There is a robust search feature that will allow you to search by Commodity Code number or Description.

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	SPECIALTY CODES	00000
<input type="checkbox"/>	Contracts	00001
<input type="checkbox"/>	Freight	00002
<input type="checkbox"/>	ABRASIVES	00500
<input type="checkbox"/>	Abrasive Equipment and Tools	00505
<input type="checkbox"/>	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input checked="" type="checkbox"/>	Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/>	Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/>	Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/>	Abrasives, Tumbling (Wheel)	00556

A complete list of commodity codes based on the NIGP commodity listing will be displayed. There are also custom commodity codes that the City has defined. You can select multiple commodity codes to describe what your organization offers.

First Prev [Next](#) Last

OK

Cancel

The "Next" link will allow you to manually scroll through the Commodity Code listing.

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This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the “User Information” option. This option will allow you to edit your VSS user ID, password and other contact and security information. Select “User Information”.

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User Information

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The Current list of all the users defined for your Headquarters. This is a combined list of all users for all locations within your Headquarters. Please update (add, change, delete users) your user information as needed. If you would like to add a new user to your VSS account please click Add Items. Headquarters Master Users may add, change, & delete users. Location Master Users may Add new users or update their own information but are not allowed to delete users.

First Name	Last Name	Email
✓ Norfolk	city	norfolk@city.gov
First	Prev	Next Last

[Change Password](#)[Save Changes](#) [Cancel](#) [Delete](#) [Add Items](#)User ID (case sensitive): First Name: Last Name: Headquarters Master User: ☒Email: Phone: Extension: Fax: *Security Question: ▼Security Answer: *Password: *Confirm Password:

You can also add contacts/users by selecting the “Add Items” option.

After updating the required information simply select “Save Changes”.

You can also change your current password if necessary. Select the “Change Password” link.

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Change Password

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Old Password :

New Password :

Verify New Password :

Change Password

Cancel

You will then be asked to enter your old password, enter a new one and then verify. After entering this data select "Change Password".

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This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Commodities** This section allows you to view and edit the commodities that your company offers
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location

Next we will discuss the “Location Users” option. This option will allow you view and edit users assigned to a specific company location. Only users that are valid for your Headquarters location can be assigned to a location. Select “Location Users”.

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Users for this Location

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The Current list of all the user's who have been assigned to this Location. Please update (add or delete users) as needed. If you would like to assign an existing user to this Location please click Add Items. Only Users who are valid within your Headquarters can be assigned to this location. Remember only 'Master Users' can create or delete users.

User ID(case sensitive)	First Name	Last Name
✓ norfolk 3	Norfolk	city

[First](#) [Prev](#) [Next](#) [Last](#)

[Save Changes](#) [Cancel](#) [Delete](#) [Add Items](#)User ID(case sensitive) : [Find](#)

First Name : Norfolk

Last Name : city

Master User: ☒

First you would use the "Find" feature to locate a user who is valid at your headquarters location. After locating the required user for this location select "Add Items" and then select "Save Changes".